

Standing Documents and Delete Nil Lines

Standing Documents provide a simple and flexible way to manage recurring transactions in Accredo. They are available in **JC transaction batches**, **GL transaction batches**, **AP shipments**, **Invoices**, **Sales Orders**, and **Purchase Orders**.

Standing documents act as templates, allowing you to include all products, services, or charges that *may* be required. When a standing document is duplicated, you enter quantities or values only for the lines that actually apply to that period or transaction.

The **Delete Nil Lines** button completes this workflow. Available while editing, it removes all lines where the **quantity**, **extended cost**, and **extended amount** are zero. This includes lines that contain only a description. With a single click, all unused lines from the standing document are removed.

IN Invoice - ASHENG - Ash Engineering Ltd

Period: Sept 2025 Invoice ID: Basis: None NZD Regime: NZ

Customer: ASHENG Ash Engineering Ltd Type: Normal

Header Lines Charges Links Memos

Job: Type: Material Cost Centre: Component:

Type	Product	Description	UOM Co...	UOM Quant...	Unit	UOM Selling Price	Disc%	GST	Group	Amount	Excl Amount	Margin
Product	1.8MWARDROBE	1800mmx1200mmx600mm Wardrobe	EA	1		\$1,018.74	10.00%	1	FURN	\$916.87	\$916.87	33.7%
Product	BRASS52LOCK	Brass 52 Lock & Key	BOX			\$250.98	10.00%	1	PART			0.0%
Product	DRESSTABLE	4 Draw Dressing Table	EA	1		\$681.64	10.00%	1	FURN	\$613.48	\$613.48	37.7%
Product	LOWBOY	1550mm x 900mm x 450mm Lowboy	EA			\$1,242.31	10.00%	1	FURN			0.0%
Product	OVALMIRROR	Oval Mirror framed in Rimu	EA			\$68.00	10.00%	1	PART			0.0%
Product	QUEENBED	Queen Size Rimu Bed	EA	1		\$1,186.41	10.00%	1	CUS	\$1,067.77	\$1,067.77	32.9%
Product	STDBEDHEAD	Standard Double Bed Head	EA			\$285.43		1	FURN			0.0%

UOM Code: EA UOM In Stk: 119 UOM Alloc: 45 UOM Avail: 74 UOM Bk Ord: UOM Ship: 3

UOM On Ord: 6

Net: \$2,598.12 Charges: \$0.00 GST: \$389.72 Gross: \$2,987.84

Margin: 34.3% Volume: 4.26 Weight: 147.000000

Invoice List Back Orders

Created by: on Modified by: on

Save Cancel

Why this is useful

- Enables flexible templates without extra cleanup
- Speeds up recurring transaction entry
- Ensures transactions clearly reflect what was actually supplied

Using **Standing Documents** together with **Delete Nil Lines** is a simple, efficient way to streamline recurring work while keeping transactions accurate and easy to review.